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Cash Management Log

STORE COMMUNICATIONS

DAY - Monday DATE - 12/06/10

NB4 (-5.20)

TS (-4.77)

KV (-39.39) ✓

TW ✗

NB (-6.02)

KS +34

YY +19.21

BS +101.03

Total O/S (-23.34)

REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Nathan	59441765	SN	10:39
Tracy	59442638	EW	6 PM

REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Karen	59441751	NS	10:39
Tracy	59442638	EW	6 PM

REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Karen	59442049	NS	10:39
Tracy	59442031	EW	6 PM

REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Karen	59441759	NS	10:39
Tracy	59442031	EW	6 PM

REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL: \$580.50
DO NOT DISCARD UPON REMOVAL DATE: 12/7/10
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT.

127603067

CHASE

CHASE

CHASE

Further review may result in delayed availability of this deposit

Business Date 12/08/2010
Session #73



**BETTER
RATES**

**MORE
REWARDS**

**BIGGER
DISCOUNTS**

SPECIAL BENEFITS JUST FOR BEING A
CHASE CHECKING CUSTOMER

TALK TO A BANKER TODAY OR
VISIT CHASE.COM/EXCLUSIVES

Restrictions and limitations apply
JPMorgan Chase Bank, N.A. Member FDIC.

INTRODUCING
CHASE EXCLUSIVESSM

**BETTER
RATES**

**MORE
REWARDS**

**BIGGER
DISCOUNTS**

SPECIAL BENEFITS JUST FOR BEING A
CHASE CHECKING CUSTOMER

TALK TO A BANKER TODAY OR
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Cash Management Log

DAY: Monday DATE: 02-06-10

SAFE COUNT

SAFE COUNT										
NAME	OPEN: 1/10/16		MID 1:		MID 2:		MID 3:		CLOSE: GIVE 1/10/16	
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	6:10A	12:51P							1:45	8 PM
\$0.01	16	11							11	21
\$0.05	8	6							6	12
\$0.10	50	30							30	60
\$0.25	210	140							120	430
\$1.00	125	194							194	138
\$2.00	8	8							8	820
\$5.00	110	8							20	240
\$10.00	300	28							1400	280
\$20.00	980	1400							1801	1501
OTHER \$'s	8	8							4B	410
Total Change Fund	1800	1801							1801	1501
# Tills/Total \$	4000	active							Active	4000
# Till Drops	15	46							4B	410
Cust. Recov. Cert.	18								18	15
P-Card	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
# Tip Bags	10	08							08	210
Comments:										

Report Store Operating Funds

Signature: _____

\$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Deposit Prep	Deposit to Bank
Cash Controller: <u>SW</u>	Taken By Cash Controller: <u>Giselle Mitchell</u>
Preparing Deposit: <u>SW</u>	Date to Bank: <u>12:06 110</u>
Start Time: <u>1:20</u>	Time to Bank: <u>2:09</u>
Deposit Bag #: <u>NIA</u>	Deposit Bag #: <u>127603063</u>
Deposit Witness: <u>SW</u>	Banking Witness: <u>SW</u>
Deposit \$: <u>580.00</u>	Bank Validated \$: <u>580.00</u>
Completion Time: <u>1:23P</u>	Bank Validation Time: <u>2:09</u>
Change Order \$: <u>0</u>	Change \$ Received: <u>1400</u>
Comments: _____	Comments: _____

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
1530473	<u>SW</u>	34131833	<u>SW</u>	8 PM
1530473	<u>SW</u>	34131832	<u>SW</u>	8 PM

PARTNER TIP REMOVAL (weekly)

PARTNER #:	1335242	INITIALS:	WB
CC WITNESS (mandatory):	<u>WB</u>	TIME:	12:00 PM
DROP BAG #S:	<u>34131828</u> <u>34131843</u> <u>34131536</u> <u>34131835</u> <u>34131842</u> <u>34131841</u> <u>34131834</u> <u>34131831</u> <u>34131829</u>		

DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

*Witness on tip drop removals must be the scheduled cash controller.

Dec 13 - 19

Dec 20 - 26

Dec 27 - Jan 2

RECEIVED
GIMS

Cash Management Log

STORE COMMUNICATIONS

DAY - Tues DATE - 12/7

AS (-12.93) 88

T/O/S (-14.71)

REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Wanda Beshaw	59442043	AB	12:44
Bohmy	59442059	AB	7:13

REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Andre	59442059	AB	8:20
Tasha	5		

REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Wanda	59442039	AB	8:39 AM
Dathany	59442041	AB	10:40g
Kimberly	59442045	AB	4:11 PM

REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Wanda	59442039	AB	4:11 PM
Iselle	59442057	AB	7:20

REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

CHASE

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CHASE

CHASE

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Special benefits for Chase checking customers! Take advantage of exclusive offers on many Chase products. To learn more visit chase.com/exclusives or talk to a banker today!

My Transaction Summary

Transaction #168
Account Number Ending In: 0515
Checking Deposit \$3,132.76
Cash Amount \$3,132.76

Further review may result in delayed availability of this deposit

JPMorgan Chase Bank, N.A.
Hudson Street, Branch 000243
1-800-935-9935
Member FDIC, Equal Housing Lender
Please keep your receipt
12/08/2010 14:15

Business Date 12/08/2010
Session #73

Thank you - Carlos
Cashbox #01

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VISIT CHASE.COM/EXCLUSIVES

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RATES**

**MORE
REWARDS**

**BIGGER
DISCOUNTS**

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CHASEEXCLUSIVESSM


**BETTER
RATES**

**MORE
REWARDS**

TranSource

DATE 12/7/10

DEPOSIT TICKET


STARBUCKS COFFEE COMPANY
 STORE #11849
 345 HUDSON ST

JPMORGAN CHASE BANK

	CURRENCY	DOLLARS	CENTS
1		31	32
2			76
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

DEPOSIT PREPARED BY [Signature]

DEPOSIT VERIFIED BY NIA

PRINT NAME Serenity Marshall

DEPOSIT BAG # 127603066

TOTAL 3132.76

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

3132.76

TO RECORD AND RETURN ORDER #ZYBY1304

TOTAL ITEMS 7

DEPOSIT TICKET

TranSource

DATE 12/10

DEPOSIT TICKET

CURRENCY	DOLLARS	CENTS
	31	32
COIN		76
CHECKS LIST EACH SEPARATELY		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

DEPOSIT PREPARED BY SK

DEPOSIT VERIFIED BY NIA

PRINT NAME Seven Marshall

DEPOSIT TAG 121603066

TOTAL 3132.76

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

TO RECORD CALL 1-888-766-ORDER #ZYHY104

ITEMS 7

DEPOSIT TICKET

STARBUCKS COFFEE COMPANY
STORE #11649
345 HUDSON ST

JPMORGAN CHASE BANK

11649 15502010221 7771705151

113132116

127603066

STARBUCKS COFFEE COMPANY DEPOSIT RECORD 6777
DO NOT DISCARD UPON REMOVAL
STIPLE TO CASH MANAGEMENT LOG WITH VALIDATE.

Cash Management Log

DAY- 12/07/10 DATE - TUE

SAFE COUNT

NAME	OPEN: <u>Viona</u>		MID 1:		MID 2:		MID 3:		CLOSE: <u>6500</u>	
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	<u>6:47 PM</u>	<u>12:21 PM</u>							<u>1 PM</u>	<u>8 PM</u>
\$0.01	<u>21</u>	<u>16</u>							<u>16</u>	<u>15</u>
\$0.05	<u>12</u>	<u>4</u>							<u>4</u>	<u>0</u>
\$0.10	<u>60</u>	<u>40</u>							<u>40</u>	<u>35</u>
\$0.25	<u>430</u>	<u>330</u>							<u>330</u>	<u>320</u>
\$1.00	<u>138</u>	<u>85</u>							<u>85</u>	<u>55</u>
\$2.00	<u>8</u>	<u>0</u>							<u>0</u>	<u>0</u>
\$5.00	<u>620</u>	<u>355</u>							<u>355</u>	<u>15</u>
\$10.00	<u>240</u>	<u>220</u>							<u>220</u>	<u>10</u>
\$20.00	<u>280</u>	<u>200</u>							<u>200</u>	<u>10</u>
OTHER \$'s	<u>8</u>	<u>8</u>							<u>8</u>	<u>8</u>
Total Change Fund	<u>1801</u>	<u>1800</u>							<u>1800</u>	<u>1800</u>
# Tills/Total \$	<u>40200</u>	<u>00102</u>							<u>00102</u>	<u>40200</u>
# Till Drops	<u>16</u>	<u>38</u>							<u>38</u>	<u>40</u>
Cust. Recov. Cert.	<u>1</u>								<u>1</u>	<u>1</u>
P-Card	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>
# Tip Bags	<u>16</u>	<u>25</u>							<u>25</u>	<u>170</u>
Comments:										

Report Store Operating Funds

Signature:

\$ Amount Entered:

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Deposit Prep	Deposit to Bank
Cash Controller	Taken By Cash Controller: Giselle
Preparing Deposit: 20X	Date to Bank: 12/7
Start Time: 1pm	Time to Bank: 7pm
Deposit Bag #: 127603066	Deposit Bag #: 127603066
Deposit Witness: 10/2	Banking Witness: 20X
Deposit \$: 3132.76	Bank Validated \$: 3132.76
Completion Time: 1:21p	Bank Validation Time: 2:19p
Change Order \$: X	Change \$ Received: X
Comments:	Comments:

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager:
Date:
Partner Name:
Register ID
Over/Short \$:
Comments:

PARTNER TILL AUDIT #2

Store Manager:
Date:
Partner Name:
Register ID
Over/Short \$:
Comments:

PARTNER TILL AUDIT #3

Store Manager:
Date:
Partner Name:
Register ID
Over/Short \$:
Comments:

PARTNER TIP DROP LOG

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory)	TIME:
LS30413	2	34131830	JN	820

PARTNER TIP REMOVAL (weekly)

PARTNER #:	INITIALS:
CC WITNESS (mandatory):	TIME:
DROP BAG #'S:	

*Witness on tip drop removals must be the scheduled cash controller.

DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

CHASE

CHASE

Special benefits for Chase checking customers! Take advantage of exclusive offers on many Chase products. To learn more visit chase.com/exclusives or talk to a banker today!

My Transaction Summary

CHASE

Transaction #169	0515
Account Number Ending In:	
Checking Deposit	\$3,195.66
Cash Amount	\$3,195.66

Further review may result in delayed availability of this deposit.

CHASE

JPMorgan Chase Bank, N.A.
Hudson Street, Branch 000243
1-800-935-9935
Member FDIC, Equal Housing Lender
Please keep your receipt
12/08/2010 14:15

Business Date 12/08/2010
Session #73

Thank you - Carlos
Cashbox #01

EO

KEWAKI

**BIGGER
DISCOUNTS**

SPECIAL BENEFITS JUST FOR BEING A
CHASE CHECKING CUSTOMER

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RATES**

**MORE
REWARDS**

**BIGGER
DISCOUNTS**

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STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL: \$219.66
DO NOT DISCARD UPON REMOVAL
DATE: 2/8/10
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT.

127603001

Cash Management Log

DAY - _____ DATE - ____/____/____

SAFE COUNT

NAME	OPEN: <u>12:00</u>	MID 1:	MID 2:	MID 3:	CLOSE: <u>1:15</u>	
SAFE COUNT	START	END	START	END	START	END
TIME	<u>8:00</u>	<u>2:30</u>			<u>2:45</u>	<u>2:45</u>
\$0.01	<u>15</u>	<u>23</u>			<u>23</u>	<u>22</u>
\$0.05	<u>0</u>	<u>20</u>			<u>20</u>	<u>0</u>
\$0.10	<u>25</u>	<u>110</u>			<u>110</u>	<u>90</u>
\$0.25	<u>300</u>	<u>300</u>			<u>300</u>	<u>200</u>
\$1.00	<u>35</u>	<u>22</u>			<u>213</u>	<u>18</u>
\$2.00	<u>0</u>	<u>0</u>			<u>0</u>	<u>0</u>
\$5.00	<u>195</u>	<u>115</u>			<u>115</u>	<u>765</u>
\$10.00	<u>290</u>	<u>0</u>			<u>0</u>	<u>160</u>
\$20.00	<u>1000</u>	<u>20</u>			<u>20</u>	<u>100</u>
OTHER \$'s	<u>0</u>	<u>0</u>			<u>0</u>	<u>0</u>
Total Change Fund	<u>1800</u>	<u>1801</u>			<u>1801</u>	<u>1801</u>
# Tills/Total \$	<u>42</u>	<u>1000</u>			<u>42</u>	<u>1000</u>
# Till Drops	<u>45</u>	<u>30</u>			<u>45</u>	<u>30</u>
Cust. Recov. Cert.	<u>10</u>	<u>10</u>			<u>11</u>	<u>11</u>
P-Card	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>	<u>Y/N</u>
# Tip Bags	<u>10</u>	<u>30</u>			<u>30</u>	<u>45</u>
Comments:						

Report Store Operating Funds

Signature: _____

\$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Deposit Prep	Deposit to Bank
Cash Controller: _____	Taken By Cash Controller: <u>SA</u>
Preparing Deposit: <u>SA</u>	Date to Bank: <u>12/18</u>
Start Time: <u>1pm</u>	Time to Bank: <u>7pm</u>
Deposit Bag #: <u>12760300V</u>	Deposit Bag #: <u>12760300V</u>
Deposit Witness: <u>SA</u>	Banking Witness: <u>SA</u>
Deposit \$: <u>319566</u>	Bank Validated \$: _____
Completion Time: <u>1:10pm</u>	Bank Validation Time: _____
Change Order \$: <u>0</u>	Change \$ Received: _____
Comments: _____	Comments: _____

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG

PARTNER #	INITIALS	DROP BAG #	WITNESS (mandatory)	TIME
<u>1609344</u>	<u>BJ</u>	<u>34131845</u>		<u>8:30pm</u>
		<u>34131846</u>		

PARTNER TIP REMOVAL (weekly)

PARTNER #	INITIALS	TIME

DROP BAG #S: _____

DM VERIFICATION

DM Signature: _____	Date Reviewed: _____
Comments: _____	

*Witness on tip drop removals must be the scheduled cash controller.

Cash Management Log

STORE COMMUNICATIONS

DAY - Thursday DATE - 12/09/10

REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Tasha	59442085	8	6 PM
Tracey	59442085	8	8 PM

REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Troy	59442085	8	6 PM
Gracie	59442085	8	7 PM

REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Maria	59442085	8	7 PM
Lee	59442085	8	7 PM

REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Troy	59442085	8	7 PM
Andre	59442085	8	7 PM

REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

CHASE

CHASE

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My Transaction Summary

CHASE

Transaction #172
Account Number Ending In: 0515
Checking Deposit \$3,280.36
Cash Amount \$3,280.36

Further review may result in delayed availability of this deposit

CHASE

JPMorgan Chase Bank, N.A.
Hudson Street, Branch 000243
1-800-935-9935
Member FDIC, Equal Housing Lender
Please keep your receipt
12/10/2010 13:40

Business Date 12/10/2010
Session #72

Thank you - Carlos
Cashbox #01

CHASE

RATES

**MORE
REWARDS**

**BIGGER
DISCOUNTS**

SPECIAL BENEFITS JUST FOR BEING A
CHASE CHECKING CUSTOMER

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RATES**

**MORE
REWARDS**

**BIGGER
DISCOUNTS**

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CHASE CHECKING CUSTOMER

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VISIT CHASE.COM/EXCLUSIVES

Restrictions and limitations apply
JPMorgan Chase Bank, N.A. Member FDIC.

TranSource®

12/9/10

DATE 12/9/10

DEPOSIT TICKET

	DOLLARS	CENTS
CURRENCY	32	80
COIN		00
CHECKS	LIST EACH SEPARATELY	
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

DEPOSIT PREPARED BY JA

DEPOSIT VERIFIED BY NIA

PRINT NAME Seventy

DEPOSIT BAG # 127603002

TOTAL 3280 36

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENCLOSED.

TO REORDER
CALL 1-888-750-4545
AND REFERENCE
ORDER #Z6SF9383

TOTAL ITEMS 1

OFFERS AND OTHER ITEMS ARE RECEIVED FOR CREDIT WITHIN 30 DAYS OF THE DATE OF DEPOSIT. COMMISSION, CENTS, OR APPLICABLE PERCENTAGE MAY NOT BE AVAILABLE FOR SOME ITEMS.

STARBUCKS COFFEE COMPANY
STORE #11649
345 HUDSON ST

JPMORGAN CHASE BANK

11649 1:550-2010221 777-7051511

\$ 3280.36

DEPOSIT TICKET

TranSource®

12/9/10

DATE

DEPOSIT TICKET

	DOLLARS	CENTS
CURRENCY	3280	
COIN		36
CHECKS	LIST EACH SEPARATELY	
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

DEPOSIT PREPARED BY *SA*

DEPOSIT VERIFIED BY *NIA*

PRINT NAME *Seventy*

DEPOSIT BAG # *121603002*

TOTAL	3280	36
-------	------	----

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

STARBUCKS COFFEE COMPANY
STORE #11649
345 HUDSON ST

JPMORGAN CHASE BANK

TO REORDER
CALL 1-888-750-4545
AND REFERENCE
ORDER #Z659383

TOTAL ITEMS *1*

3280.36

DEPOSIT TICKET

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL: \$ 3280.36
DO NOT DISCARD UPON REMOVAL DATE: 12/9
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT.

127603002

Cash Management Log

DAY: Thursday DATE: 12/09/10

SAFE COUNT

NAME	OPEN	MID 1:	MID 2:	MID 3:	CLOSE	
SAFE COUNT	START	END	START	END	START	END
TIME	12:00	12:28			1:30	1:50
\$0.01	22	28			28	28
\$0.05	0	24			24	20
\$0.10	90	115			115	105
\$0.25	260	260			260	260
\$1.00	180	213			214	178
\$2.00	0	0			0	0
\$5.00	0	1160			1160	140
\$10.00	180	0			0	50
\$20.00	400	0			0	420
OTHER \$'s	0	0			0	0
Total Change Fund	180	180			180	180
# Tills/Total \$	40	active			Active	40
# Till Drops	10	38			35	40
Cust. Recov. Cert.	11	11			11	11
P-Card	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
# Tip Bags	1	5B			4B	1
Comments:						

Report Store Operating Funds

Signature: _____

\$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Deposit Prep		Deposit to Bank	
Cash Controller	DM	Taken By Cash Controller:	Norka
Preparing Deposit:	DM	Date to Bank:	12/10/10
Start Time:	4pm	Time to Bank:	1pm
Deposit Bag #:	127603002	Deposit Bag #:	127603002
Deposit Witness:	DM	Banking Witness:	DM
Deposit \$:	3280.36	Bank Validated \$:	3280.30
Completion Time:	5:06p	Bank Validation Time:	1:40p
Change Order \$:	0	Change \$ Received:	0
Comments:			

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG

PARTNER #	INITIALS	DROP BAG #	WITNESS (mandatory)	TIME
609344	BJ	3413 1847	48	8:30pm

PARTNER TIP REMOVAL (weekly)

PARTNER #	INITIALS	TIME
CG WITNESS (mandatory)		
DROP BAG #S:		

*Witness on tip drop removals must be the scheduled cash controller.

DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

Cash Management Log

STORE COMMUNICATIONS

DAY -

Fri

DATE -

12/10

TOS (-1042)

multiple partners w/ small shortages
but nothing close to even \$3

REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Her	59442092	(initials)	1:30
R12	59442095	(initials)	3 PM

REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Samson Lake	5944210	(initials)	8 PM

REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Nathan	59442091	(initials)	12:19 PM
Beah	59442099	(initials)	8:30 PM

REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
T201	59442091	(initials)	6 PM

REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

CHASE

CHASE

Special benefits for Chase checking customers! Take advantage of exclusive offers on many Chase products. To learn more visit chase.com/exclusives or talk to a banker today!

My Transaction Summary

CHASE

Transaction #218	0515
Account Number Ending In:	
Checking Deposit	\$2,908.23
Cash Amount	\$2,908.23

Further review may result in delayed availability of this deposit

CHASE

JPMorgan Chase Bank, N.A.
Hudson Street, Branch 000243
1-800-935-9935
Member FDIC, Equal Housing Lender
Please keep your receipt
12/13/2010 15:07

Business Date 12/13/2010
Session #103

Thank you - Williamae
Cashbox #06

EO

**BETTER
RATES**

**MORE
REWARDS**

**BIGGER
DISCOUNTS**

SPECIAL BENEFITS JUST FOR BEING A
CHASE CHECKING CUSTOMER

TALK TO A BANKER TODAY OR
VISIT CHASE.COM/EXCLUSIVES

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JPMorgan Chase Bank, N.A. Member FDIC.

INTRODUCING
CHASE EXCLUSIVESSM

**BETTER
RATES**

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DISCOUNTS**

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VISIT CHASE.COM/EXCLUSIVES

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL: \$ 2908.23
DO NOT DISCARD UPON REMOVAL DATE: 12/10/10
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT.

127602950

Cash Management Log

DAY: Friday DATE: 12-10-10

SAFE COUNT

NAME	OPEN: 11:00 AM		MID 1:		MID 2:		MID 3:		CLOSE: 6:00 PM	
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	7:00 AM	1:30 PM							1:30	7:30
\$0.01	28	31							31	31
\$0.05	20	14							14	14
\$0.10	105	85							85	85
\$0.25	2100	360							360	360
\$1.00	178	245							245	114
\$2.00	0	0							0	0
\$5.00	740	1065							1065	525
\$10.00	50	0							0	50
\$20.00	420	0							0	620
OTHER \$'s	0	0							0	0
Total Change Fund	1801	1800							1800	1799
# Tills/Total \$	46200	06200							06200	06200
# Till Drops	10								28	270
Cust. Recov. Cert.	11	78							7	7
P-Card	Y(N)	Y(N)	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y(N)	Y(N)
# Tip Bags	40								78	40
Comments:										

Report Store Operating Funds

Signature: _____

\$ Amount Entered: _____

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSIT INFORMATION

Deposit Prep		Deposit to Bank	
Cash Controller:	<u>Bselle Mitchell</u>	Taken By Cash Controller:	
Preparing Deposit:		Date to Bank:	
Start Time:	<u>4 PM</u>	Time to Bank:	
Deposit Bag #:	<u>121602950</u>	Deposit Bag #:	
Deposit Witness:		Banking Witness:	
Deposit \$:	<u>2908.23</u>	Bank Validated \$:	
Completion Time:		Bank Validation Time:	
Change Order \$:	<u>0</u>	Change \$ Received:	
Comments:		Comments:	

*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER TILL AUDIT #1

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #2

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TILL AUDIT #3

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER TIP DROP LOG

PARTNER #	INITIALS	DROP BAG #	WITNESS (mandatory)	TIME
<u>1629627</u>	<u>TW</u>	<u>34131850</u>	<u>[Signature]</u>	<u>8:30</u>
<u>1629627</u>	<u>rw</u>	<u>34131849</u>	<u>[Signature]</u>	<u>8:30</u>

PARTNER TIP REMOVAL (weekly)

PARTNER #		INITIALS	
CC WITNESS (mandatory)		TIME	
DROP BAG #S:			

DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

*Witness on tip drop removals must be the scheduled cash controller.

Cash Management Log

STORE COMMUNICATIONS

DAY -

Sat

DATE -

12/11

Good Morning
 when (J) did the deposit
 id said 3577.12
 but my amount was
 29080.23 I pushed it
 I couldn't find the deposit
 slips any questions
 call me.

Giselle

(-4k)

REGISTER 1 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Sad	59442107	Sad	3pm

REGISTER 1 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 2 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
K.M.	59442103	Sad	1pm
Liz	59442115	Sad	3pm

REGISTER 2 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 3 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 TOP

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

REGISTER 4 BOTTOM

TILL DROP LOG

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL: \$2970.42
DO NOT DISCARD UPON REMOVAL
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT. DATE: 12/11/10

127603069

CHASE

CHASE

CHASE

CHASE

CHASE

Special benefits for Chase checking customers! Take advantage of exclusive offers on many Chase products. To learn more visit chase.com/exclusives or talk to a banker today!

My Transaction Summary

Transaction #216
Account Number Ending In: 0515
Checking Deposit \$2,970.42
Cash Amount \$2,970.42

Further review may result in delayed availability of this deposit

JPMorgan Chase Bank, N.A.
Hudson Street, Branch 000243
1-800-935-9935
Member FDIC, Equal Housing Lender
Please keep your receipt
12/13/2010 15:02

Business Date 12/13/2010
Session #102

Thank you - Williamae
Cashbox #06

REWARDS

**BIGGER
DISCOUNTS**

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CHASE CHECKING CUSTOMER

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**BETTER
RATES**

**MORE
REWARDS**

**BIGGER
DISCOUNTS**

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INTRODUCING
CHASEEXCLUSIVESSM

BETTER

TranSource®

DATE 12/11/10

DEPOSIT TICKET

	DOLLARS	CENTS
CURRENCY	2970	
COIN		42
CHECKS <small>LIST EACH SEPARATELY</small>		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

DEPOSIT PREPARED BY [Signature]

DEPOSIT VERIFIED BY N/A

PRINT NAME Sevan Marshall

DEPOSIT BAG # 127605089

TOTAL 2970 42

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

TO REORDER CALL 1-800-244-5 AND REFERENCE ORDER #Z65P983

TOTAL ITEMS 4

CHECKS AND OTHER ITEMS ARE TO BE DEPOSITED IN THE FRONT OF THE CHECKBOOK. CREDIT ON THE BACK OF THE CHECKBOOK IS NOT VALID. IF YOU HAVE A PROBLEM, CALL 1-800-244-5.

STARBUCKS COFFEE COMPANY
STORE #11649
345 HUDSON ST

JPMORGAN CHASE BANK

⑆11649⑆ ⑆560201022⑆ 777170515⑆

\$ 2970.42

DEPOSIT TICKET

CASH MANAGEMENT TROUBLESHOOTING

ISSUE: Till is short opening fund when CC counts down drawer after final use.

Possible Causes:

- Drop box funds were not pulled.
- Drop box swept and till drop made without realization that till would not be used again that day.
- Paid Out brought drawer below opening funds.
- Register partner dropped funds in wrong drop box.

Solution:

1. Verify drop box funds were pulled (do not mix funds from other Register ID's).
2. Calculate funds needed to bring till to opening fund (whole \$ amount only) and remove that amount from change bank.
3. **Record removal of funds (\$ amount and Register ID (#, Top/Bottom)) on Comments section of Safe Count Log.**
4. The shortage in the change bank must be corrected when the deposit is prepared.

NEXT DAY:

1. Before beginning to prepare the deposit, to balance the change bank, review Comments section of the Safe Count Log from the previous day to determine which Register ID was associated with the change bank shortage.
2. Remove funds from the last logged till drop bag of that Register ID and place funds in the change bank to return it to the correct amount.
3. **Record removal of funds (\$ amount and Register ID (#, Top/Bottom)) on the Comments section of the Deposit Prep Log.**

ISSUE: Unassigned till is over opening funds.

Possible Causes:

- Drop box funds were not pulled the last time the till was closed.
- Till drop was made without realization that the till would not be used again that day.
- Funds were dropped from another till in this till's drop box.

Solution:

1. Using the cash scale in cash calculator mode return the till to opening fund.
2. Refer to the Till Drop Log to determine which partner was the last to use that Register ID.
3. Place extra funds in till drop bag and record Register ID (#, Top/Bottom), the final register partner's name, and "extra funds drop" on the till drop bag.
4. Record till drop bag in the correct Till Drop section per normal.

NEXT DAY:

1. When preparing the deposit combine the contents of the two drop bags before entering that partner's till funds at the MWS.

ISSUE: Forgot to pull drop box funds and sales media before next register partner begins ringing transactions.

Possible Cause: Drop box funds and sales media not pulled by CC before next register partner begins to ring transactions.

Solution:

1. As soon as possible, pull drop box funds and sales media and prepare a till drop per normal.
2. Make a note on the till drop bag that funds/sales media were pulled late.

ISSUE: There are no drop box funds/sales media to pull and drop after register partner closes till.

Possible Cause: Register partner rang very few transactions and received no 20's or sales media.

Solution:

1. Even though there are no funds or sales media to drop, prepare a till drop bag per normal, placing the Closing Register Receipt in the bag.
2. Record the till drop bag on the Till Drop Log under the appropriate Register ID (#, Top/Bottom) and secure the till drop bag in the safe.

ISSUE: "undocumented till drop bag" Till drop bag in safe; not logged on Till Drop Log; no till assignment listed on MWS.

Possible Causes:

- Till drop not recorded when a drawer overage was found and dropped.
- Change bank was over during safe count and overage was removed to balance safe.
- Funds were discovered FOH and were dropped without documentation.

Solution:

1. Look for any documentation on CML, on or inside bag (Register ID or Closing Register Receipt) to indicate source of funds.
2. If funds belong to an identified partner combine the contents of the two drop bags before entering that partner's till funds at the MWS.
 - If the partner had two till assignments, combine the contents of the two drop bags that are from the same Register ID before entering that partner's till funds at the MWS.

NOTE: If the Register ID is unknown, combine the contents of the undocumented till drop bag to one of the identified partner's till drop bags before entering that partner's till funds at the MWS. This will create an overage in one of the partner's Register ID Drawer O/S and a shortage in the partner's other Register ID Drawer O/S. These two Drawer O/S should balance each other out.

3. If funds belong to a Register ID but no partner is identified, combine the contents of the undocumented till drop bag with the contents of the till drop bag of the final partner assigned to that Register ID before entering that partner's till funds at the MWS.
4. If funds can not be matched to a partner or Register ID, the funds will be added to the deposit total after all other till drop bags have been processed and accepted.
5. **After adjusting the deposit total to include the undocumented till drop bag funds make a note in the Deposit Prep section Comments box. Notify Sales Audit (Explain Over/Short to Sales Audit).**

ISSUE: Consolidated till drop bag funds do not match MWS deposit total:

Possible Cause:

- A data entry error was made when entering funds at the MWS during the recount process.
- A till assignment was not Accepted (Y) on the MWS deposit screen.
- An error was made when counting funds.

Solution:

1. Recount consolidated deposit funds using the cash scale in cash calculator mode.
2. Verify that all till assignments have been Accepted (Y) on the MWS deposit screen.
3. Adjust deposit total to match actual funds on hand and accept deposit.
4. **Make a note in the Deposit Prep section Comments box of the deposit adjustment amount. Notify Sales Audit (Explain Over/Short to Sales Audit).**

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Week 11
Dec 13 - 19